

**MILWAUKEE COUNTY CHECKLIST FOR OBTAINING COURT DATE**  
**JOINT DIVORCE – Room 707**

**Default Scheduling Hours**

Monday through Friday  
8:00 a.m. to 11:30 a.m.  
1:00 p.m. to 4:00 p.m.

*PLEASE NOTE: Due to county staffing constraints, it is **STRONGLY SUGGESTED** that you call ahead to (414) 278-4407 to be sure that the paralegal will be available at the time you plan on coming to the courthouse.*

1. **Financial Disclosure Sheet** – one for *each* party.
2. **Final Marital Settlement Agreement or Stipulation** – COURT APPROVED FORMS ONLY. Signed and dated by **both** parties. (*original and 2 copies of entire document*).
3. **Parent Education Completion Certificate** – if minor children. (*original only*)
4. **Interim Financial Form** – if child support or maintenance payments are to be paid. (*original only*)
5. **Certificate of Divorce (AKA Vital Stats Form)** Use black ink or typewriter only, NO mistakes, NO whiteout, NO crossouts, NO Xerox forms. (*original only*)
6. **Findings of Fact, Conclusions of Law, Judgment of Divorce** – lines reflecting name of judge, date, and current income of party may be left blank, complete the rest. (*original and 2 copies of entire document*)
7. **Two large (8 ½ by 11) envelopes**, one addressed to each party with **4 postage stamps on EACH envelope**. Envelopes with stamps may be purchased in 307A
8. **\$5.00** Money Order payable to “Clerk of Circuit Court” OR pay \$5.00 cash **exact change**. No personal checks. FEE WAIVER DOES NOT APPLY.

**Copies can be made in Room 307A (Legal Resource Center) for 20 cents a page.**